Limited English Proficient (LEP) INSTRUCTIONS

The Limited English Proficient Report is set up to record the number of LEP students being served in authorized programs on Oct. 1, December 15, and February 1. A complete description of the key fields and the instructions for adding, deleting and changing records are provided next.

Key Fields:	Description:
Transaction Code:	Must be either **A**, **C** or **D** (**A**dd, **C**hange or **D**elete).
CTD:	The district of attendance **C**ounty-**T**ype-**D**istrict is the number of the **district** where the student attends.
School Number:	The school number is the number of the **school** where the student attends.
Grade:	Valid values are **KG**, **UE**, **US**, **01** through **12**.

Entering & Saving Data for the Limited English Proficient

DOWNLOAD DELREP VIA THE SCHOOL FINANCE WEB SITE:
http://www.ade.az.gov/schoolfinance/SAISSupport/Delrep/

The information that follows describes the basic operating instruction for entering and saving data on the **DelRep System** for the **Limited English Proficient Report.**

To begin entering information, click on the LEPS button on the Main Menu. A dialog box will appear asking you to enter your CTD number. This CTD becomes the District of Attendance CTD number for your reports. If you would like this number to be held in memory and automatically entered for you each time you start this system click in the "Use this CTD as a default" check box. Click on **<OK>**.

(Note: The CTD number is the six digit County Type District number that the Department of Education has assigned to your district or charter school. If the number you have entered is not on the list a dialog box will appear asking if you would like to add it. Only add a new number to the list if the Department of Education has approved it. If you are unsure, please call the School Finance Unit at (602) 542-5695.

Enter the transaction code, **A** for **A**DD, **C** for **C**orrection or **D** for **D**elete. Next enter the school number (a new school may be added following instructions from the above paragraph) and grade. Click on **<OK>**.   Once you have departed the grade field the table will search for the record identified by the fields input. If it is found, the values in the record will refresh all fields. If this is a new, record you will get a blank screen. At this point the key fields will become disabled and date fields enabled. Enter the Program Code. **IMPORTANT . . . PLEASE READ THIS CAREFULLY.   THIS IS A MAJOR CHANGE TO REPORTING DATA.**

PROGRAM CODES WHICH WILL BE COLLECTED IN FY 2001-2002 ARE AS FOLLOWS:

C = STRUCTURED OR SHELTERED ENGLISH IMMERSION (SEI) & BILINGUAL WITH PARENTALWAIVERS (DUAL LANGUAGE) FOR K-12

PLEASE <u>DO NOT USE</u> PROGRAM CODES A, B, D, OR E.
Enter the number of eligible LEP students in grades Kindergarten through 12 who were being served in **Program Code C** on each of the three count dates of Oct. 1, Dec. 15 & Feb. 1. Include only those LEP students for whom complete language proficiency assessments were completed. **CHANGE . . . REQUIREMENT FOR BILINGUAL OR ESL ENDORSEMENTS ARE NO LONGER REQUIRED.**

PLEASE <u>DO NOT REPORT</u> RECLASSIFIED OR WITHDRAWN STUDENTS.

Entering and Saving Data

When the program code data field is complete, click on the **<Save Program Code>** button. When all the program codes have added you can save and continue with a new record by selecting **<SAVE>.** After saving, you can close by selecting **<Close>**.

Edit and Delete Program Code

You may edit the data entry fields you have input by simply highlighting the record to be reviewed and click on the **<Edit Program Code>** button. This will bring the data into the editable boxes. Make the change and click on the **<Save Program Code>** button. Delete a program code by highlighting the record to be deleted and click on the **<Delete Program Code>** button.

Viewing Transactions Input

A transaction must be saved to utilize the View Transaction feature. To view previously entered records select the **<View Transaction>** button. Select the record to be reviewed and click the **<View Transaction>** button. This enables you to edit the record, see edit program code procedures.

Changing Data <u>NOT</u> Submitted to ADE

To change a record NOT yet submitted to ADE simply enter the transaction code, school number and grade fields of the record you wish to change. Once you click the **<OK>** button, the screen will be refreshed with the current values. To make the necessary changes simply highlight the record to be corrected and click on the **<Edit Program Code>** button. This will bring the data into the editable boxes. Make any necessary change and click on the **<Save Program Code>** button to save the record. If it is necessary to change the Transaction Code, School or Grade you must delete the entire record (see the **Deleting Data <u>NOT</u> Submitted to ADE** section below) and re-enter the data with the correct values.

Data that has never been submitted to ADE will ALWAYS have an "A" transaction code. This will add the record to ADE's Master file

Deleting Data <u>NOT</u> Submitted to ADE

To delete a record NOT yet submitted to ADE, simply enter the transaction code, school number and grade fields of the record you wish to delete. Once you click the **<OK>** button, the screen will be refreshed with the current values. Verify that this is the record to be deleted and click **<Del Transaction>** button. The record will be deleted from the table and will not be submitted to ADE.

Changing <u>Non-Key Fields</u> to Data <u>Added</u> to ADE's Master File

To change a record that has been previously submitted **AND** has shown as "Record Added" on the Edit/Update report you must submit a change transaction. A change transaction is done by entering a "C" as the Transaction Code, entering the SAME Key fields (i.e., CTD, School Number, and Grade) as listed on the Add transaction, and inputting the current data fields. A record submitted with "C" as the transaction code will completely replace the data for the school and grade. **You MUST enter all Program Codes and fields, as if you are entering and Add (A transaction).**

Changing <u>Key Fields Added</u> to ADE's Master File

If a change needs to be made to a key field (i.e., CTD, School Number, and Grade) as listed on the Add transaction, AND it has been previously submitted and has shown as "Record Added" on the Edit/Update report you MUST delete the record (see the Deleting Data Submitted to ADE Section Below) and re-submit it with the correct information as an add ("A" Transaction Code).

Deleting Data <u>Added</u> to ADE's Master File

To delete a record that has been previously submitted and has shown as "Record Added" on the Edit/Update report you must submit a delete transaction. A delete transaction is done by entering a "D" as the Transaction Code and entering the SAME way fields (see key fields listed above) as listed on the Add. A record submitted with A "D" as Transaction is NOT the same as using the **<Del Transaction>** button previously described.

Upload Procedures

The Upload area is where a district or charter school that is a listed entity can upload a file for input into ADE's database (http://www.ade.az.gov/commonlogon/). If the file that is correctly formatted is received properly then it will be checked by the system and then inputted into the database. From the main School Finance webpage the user can select the "Upload" link. When selected the "User Logon" screen appears. The User Login Screen will reflect the User Name and Password for those persons who are acceptable users for the entity/district/charters. Once the user name and password are entered correctly the system grants access to the upload area.

Once you are ready to Upload, click on the browse button and navigate to where the file to be submitted is located. Once you have selected the file to upload, click on the **<Go>** button. A message will be displayed on the screen detailing what has occurred. It should confirm the successful upload of the file; if not, it may be resubmit at a later time, or detail another problem. If you need help please contact one of the Regional Training Centers listed on the memo page.

Verify Upload Received

Choose submitted Files link, this reflects options to view by sequence number or date. Click on the **<Go>** button. Here you will be able to tell whether the submitted file is waiting to be processed, is busy being processed or has been processed. You can click on the transaction or errors links to see more detailed results.

Verify that data has been added to system. Check the LEP Edit Update Report on the Reports/Data link.

For districts and charters using their own computer system, the file layout is the same just change the Program Type to include only "C".